Professional-Technical Administrators Handbook for Advisory Committees

Idaho
Professional
Technical
Education

Administrators Handbook for

Idaho State Board for Professional-Technical Education

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FOREWARD

Today's rapidly changing society requires that educational institutions and the communities they serve work closely together, especially in Professional - Technical Education. The State Board for Professional-Technical Education is not the only agency with interest in Professional-Technical programs. In Idaho, Professional-Technical Education can look to local advisory committees for assistance and guidance. These committees have no administrative authority but, instead, provide a strong liaison between the needs of the community and the provisions of those needs by the schools they serve.

This Administrators Handbook is designed to serve local Professional-Technical Education administrators as a guide and an initial source of information in the establishment and maintenance of local advisory committees. The handbook calls attention to the policies and procedures of the Idaho Division of Professional-Technical Education. By providing suggestions for organization and operation, it is hoped that this book will serve as a useful tool for the local school or institution.

Mike Rush, Administrator
Idaho Division of Professional-Technical Education

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PROFESSIONAL-TECHNICAL EDUCATION POLICY[1]

Regarding

PROFESSIONAL-TECHNICAL ADVISORY COMMITTEES

POLICY STATEMENT --State

It is the policy of the Idaho State Board for Professional-Technical Education that an advisory committee be established for Professional-Technical Education programs before reimbursement can be authorized. The committee shall be advisory only, having no administrative authority, and is not created to take away any of the rights and/or privileges of the local governing board and administrative staff.

POLICY STATEMENT --Local

The local governing boards should develop a policy statement (Appendix A) authorizing the establishment of, and necessity for Professional-Technical Advisory Committee (s) for Professional-Technical programs.

TYPES OF COMMITTEES

1. Umbrella Advisory Committee - an umbrella advisory committee is representative of the community and can be established for all Professional-Technical Education programs. It consists of individuals who represent each Professional-Technical instructional area. (This committee is typically found in smaller secondary schools.)

2. Program Advisory Committee - Each Professional-Technical Education program offered in a school district or Postsecondary institution is served by its own advisory committee.

[1]Adopted by the State Board for Professional-Technical Education March 2, 1978. Updated and accepted June 29, 1988. Referenced February, 2000 Section III-C-4; Section IV-E-6; Section IV-I-I.

GENERAL POLICIES AND PROCEDURES

for

PROFESSIONAL-TECHNICAL ADVISORY COMMITTEES

PURPOSE OF
PROFESSIONAL-TECHNICAL ADVISORY COMMITTEE

A Professional-Technical advisory committee is a group of business and industry experts selected by local educational administrators to serve in an advisory capacity to the Professional-Technical program. The purpose of an advisory committee is to advise school administration and instructors with respect to the development and maintenance of quality Professional-Technical Education programs. Properly functioning advisory committees help local schools ensure that programs reflect the changing needs of students, business and industry and community.

STRUCTURE
1. An advisory committee is a group that is:
    a. recognized for their expertise in their specific occupational area
    b. composed of business, industry and labor representatives of the occupation (s) for which training is provided, and
    c. organized to advise school personnel on matters concerning the Professional-Technical Education program
2. Program representatives should study the collective make-up of persons employed in the occupation, including the geographical area served, and select representation that matches the industry and the community.
3. Representation on the committee should include as appropriate to the population of the local community, persons from both sexes, racial and/or ethnic minorities and the handicapped.

4. At the first or second meeting, the committee should consider establishing a set of operating policies and procedures, consistent with school or institution guidelines. Suggestions for this can be found in Appendix B.

ORGANIZATION

Effective advisory committees are those whose members are recognized professionals in their areas of responsibility, have an understanding and acceptance of the committee objectives, and a desire to accomplish them through teamwork and cooperation.

Program representatives should undertake constructive planning prior to establishing a new committee. This will help assure the organization and effectiveness of the committee.

Steps to organizing a new committee

A.   Program representatives/administrators should:
   1. Determine the type of committee needed.
   2. Prepare a general structure and plan for the committee.
   3. Appoint a program representative to serve as temporary chair.
   4. Compile and collect member contact information and professional data.
B.   Program representative and/or chair should:
   1. Select additional committee members (Appendix E).
   2. Send letters of appointment signed by the appropriate administrator. (Appendix F).
   3. Call the first meeting, provide time and place, and attach a tentative agenda.

   (Refer to the flowchart, "Guidelines for Establishing an Advisory Committee" in Appendix C)

FUNCTIONS OF ADVISORY COMMITTEES

Advisory committees can perform a wide variety of functions. The following list, not intended to be all-inclusive, should be useful in providing direction.

1.   Provide assistance regarding:
   a. Current labor needs
   b. The relevance of programs (courses being offered by the educational agency in meeting current job needs)
   c. Relevance of equipment, materials, tools, processes, and technology
   d. Internships for students and job opportunities for graduates
   e. Placement activities
   f. The relationship of requisite skills and attitudes such as; problem solving, communication, mathematics, and employability skills and habits, to job needs.

     g.   Certification of programs to meet National Skills Standards

     h.   Adequacy of facilities

     i.   Recommendations for new Advisory Committee members

2.   Determine community needs:

     a.   For Cooperative Education and Internship programs

     b.   For short-term training classes

     c.   For new and emerging occupations

     d.   For nontraditional employees

     e.   For upgrade training and retraining of employees

     f.   For Tech Prep initiatives

3,   Assist in the preparation and selection of program material to assure it meets the needs of students and reflects current industry needs.

     a.   Review program objectives

     b.   Review current course outlines and proposed textbooks

     c.   Assist in identifying competencies to be taught, including requisite skills

     d.   Suggest revisions, deletions or additions

4.   Assist with program evaluation and/or accreditation activities.

5.   Provide in-service, internship, and industry-based training opportunities for instructors.

6.   Provide support services for students enrolled in nontraditional programs that need special assistance.

7.   Assist in meeting the needs of students with disabilities.

8.   Recommend and assist in obtaining resource personnel and guest speakers.

9.   Assist in needs analyses.

     a.   Determine data to be gathered

     b.   Suggest methods for obtaining data

     c.   Assist in data collection and interpretation

10.   Provide suggestions for public relations activities.

     a.   Promote Professional-Technical Education in the community

     b.   Provide current occupational information to counselors

     c.   Participate in exhibits or displays

     d.   Develop plans for recognizing students through the media

     e.   Help prepare and review brochures explaining Professional-Technical Education programs

     f.   Advise on program promotion

     g.   Become advocates for students in nontraditional occupational programs

    h.   Assist with job placement
11.   Support Professional-Technical student organizations.
    a.   Suggest means of raising chapter funds
    b.   Help secure speakers
    c.   Offer suggestions for obtaining financial aid for individual members
    d.   Serve as judges for competitive and other events
    e.   Attend leadership development activities and other chapter events
12.   Help plan special events such as:
    a.   Professional-Technical Education Week
    b.   National Student Organization Week
    c.   Professional-Technical Banquets and other applicable social activities
    d.   Special events and demonstrations
    e.   Field trips to industry
13.   Assist in the implementation of Tech Prep activities. The committee members of consortium schools should be selected for ad hoc and standing committees.
14.   Provide financial and legislative support to:
    a.   help establish scholarships and awards for students.
    b.   support program administration in local appropriations.
    c.   provide support for state and national legislation affecting Professional Technical Education.
    d.   assist the school or institution in determining other uses for existing facilities and development of new facilities.
    e.   initiate activities for securing equipment and donations.
    f.   make provisions for short-term training classes.
    g.   assist fund raising efforts to support capital improvement projects.

MEMBERSHIP
Membership of any advisory committee will vary depending on qualifications and number of people needed.

1. Qualifications for Membership:
    Program advisory committee membership should consist of people from the community including representation from business, industry and labor including business owners, employee supervisors, and employees and personnel directors who possess knowledge and work expertise in the Professional-Technical program area for which they will serve. It is recommended that one of the members be either a student

or a recent program graduate. Local educational personnel should serve only in an ex-officio (non-voting) capacity. Choose members of general advisory committees to represent the community as a whole. Representatives of the following groups may be included:

- Industry
- Business
- Labor and manpower commissions
- Other educational organizations
- The professions, agriculture, and other groups on the basis of community composition.

2. Number of Members: The size of the committee is determined locally with consideration given to the size and makeup of the community. It is recommended that membership be not less than five nor more than nine.

3. Method of Designation: Members of the program advisory committee should be selected by the local administration with the advice and counsel of the program representatives and/or existing advisory committee members.

4. Term of Membership:
   a. A regular term of office should be established. Membership should be staggered to allow for new members while retaining some experienced representatives to maintain continuity.
   b. It is recommended that membership on the committee be limited to three years. The local administration should consider this when developing policies. Members should be appointed with staggered terms to provide committee continuity.
   c. Vacancies on the committee should be filled with persons with similar backgrounds for the remainder of a new or un-expired term.

ORGANIZING AND CONDUCTING MEETINGS

Schools vary in how frequently advisory committees are asked to meet. The most common plan is to schedule meetings at least three times per year. The Plan of Work of the committee (see sample in Appendix K) helps to determine the frequency of the meetings. Contributions of advisory committee members depend to a great extent on how they are prepared for, and oriented to, their roles. If the Professional-Technical advisory committee is to be effective, responsibilities should be divided between all members so that no one individual has total responsibility for the committee's success.

1. Program Representative Responsibilities

   The success of the advisory committee depends a great deal on the instructor. The instructor must devote enough time and attention to keep the committee actively involved in the Professional-Technical program. The instructor plays a dual role, switching from leader to helper, depending on the needs of the committee. Responsibilities of the instructor include:
   - Selecting and submitting names of potential Professional-Technical advisory committee members to the administration for approval
   - Coordinating meeting arrangements
   - Developing meeting agendas with the chairperson
   - Acting as chairperson for the first meeting
   - Acting as recorder for the committee (e.g., coordinating all mailings, compiling a directory, taking minutes, compiling committee recommendations for administration)
   - Reviewing goals and objectives with the committee
   - Providing members with resource materials and program information
   - Initiating and facilitating discussion during each meeting
   - Providing feedback to members on the results of their recommendations
   - Gathering and compiling contact information and background data from committee members, including electronic addresses

2. Chairperson Responsibilities

   The chairperson should be elected at the first meeting. Responsibilities of the chairperson include:
   - Working with the instructor to plan Professional-Technical advisory committee meetings
   - Developing meeting agendas with the instructor
   - Presiding over meetings
   - Ensuring agenda and schedules are followed
   - Promoting the committee's role as an advisory, not policy-making, body Helping members gain consensus on issues
   - Reviewing minutes with the instructor for accuracy
   - Representing the advisory committee at various official functions (e.g., Professional-Technical student organization banquets, school board hearings)
   - Assigning/organizing sub-committees, standing committees, and ad hoc committees
   - Lead Work Plan development

3. Committee Member Responsibilities

All members of the Professional-Technical advisory committee have the following responsibilities:

- Attending meetings regularly
- Respecting other committee member views
- Helping reach consensus on issues
- Maintaining objectivity and concentrating on the program's needs Making recommendations
- Accepting assignments for sub committees

4. Conducting the First Meeting

The initial meeting is critical. It must establish and maintain the interest and support of committee members. A program representative should serve temporarily in this capacity until the committee selects a chairperson. It is essential that this person contacts members and organizes and conducts the first meeting. The following checklist will assist in preparing for the first meeting. (See flowchart in Appendix D)

5. Conducting Subsequent Meetings

Guidelines:

a. Start and adjourn on time
b. Clarify the agenda
c. Prepare for the discussion
   - Have the program or purpose organized - Prioritize the basic topic points
   - Analyze issues or points to be discussed - List important discussion questions
   - Check for comfort measures such as:
     - Seating arrangement
     - Temperature -lighting
     - Paper - pencils
   - Set Time Limits
d. Keep a record of proceeding for minutes of the meeting
e. Set the stage
   - Create an informal atmosphere to put the group at ease State and clarify the questions, problems or issues
   - Arouse interest; suggest pertinent questions for analysis and discussion

    f.   Follow the agenda
- Present all pertinent information
- Allow for discussion
- Summarize when necessary
- Vote on issues which necessitate unity of action
- Set Time Lines for discussion

    g.   Direct the discussion
- Ask and redirect questions. Keep the discussion moving in a developmental direction
- Indicate points of agreement and disagreement
- Give appropriate credit for all relevant ideas
- Encourage exploration and new suggestions
- Summarize discussions calling attention to unexplored viewpoints

    h. Send copies of minutes to members within one week for review and confirmation

SUGGESTIONS FOR PREPARING AGENDA

Meeting Agenda

1. The person designated by the administrator serves as temporary chairperson.
2. Chair calls meeting to order.
3. Make introductions.
4. Roll call and minutes by temporary secretary.
5. Explain the concept and functions of an advisory committee. (First meeting of the year)
6. A representative or designate of the Governing Board, (probably the superintendent or member of Board of Trustees), informs the committee of its relationship to the school or institution. Distribute copies of the Governing Board's policy.
7. Distribute a sample of the operating policies.
8. Determine permanent rules of operation, i.e. meeting time, place and dates.
9. Elect a Chairperson, Vice Chairperson and Secretary. (First or final meeting of the year)
10. Provide an explanation of the current Professional-Technical Education program and the program's goals, strengths and weaknesses.
11. Discuss new business.
12. Plan a long-range program of work and prioritize future items for consideration.

13.   Determine date, time and place of next meeting.
14.   If needed, arrange for executive committee meeting before next regular meeting. (See Appendix B - Section D - Article III.)
15.   Tour of facilities.
16.   Adjourn.

APPENDICES

The following samples may be downloaded from the
Idaho Division of Professional Technical Education web site. www.pte.state.id.us

APPENDIX A

(Sample of Resolution to Establish an Advisory Committee)

Authorization for the establishment of (a) Professional-Technical Advisory Committee (s) for the_____(institution, district).

The (Board of Education; Board of Trustees) of _____(institution, district) hereby approves and authorizes the establishment of (an) advisory committee(s) for the Professional-Technical program(s). The committee(s) will operate as prescribed by the Policy Statement for the Professional-Technical Advisory Committee(s). The (Board of Education; Board of Trustees) reserves the right to terminate the services of any committee(s) member(s) at any time it feels that such action would be in the best interests of the system.

Date _____

Board Chair_____

_____

(Superintendent; President)

APPENDIX B

Suggested Operating Policies and Procedures For

Professional-Technical Program Advisory Committee

SECTION A. PURPOSE

ARTICLE I

The purposes and duties of the program advisory committee shall be to:

1.   Study the needs of the industry related to the Professional-Technical program(s).
2.   Aid and guide the Professional-Technical program(s) in those activities that will provide direction.
3.   Help in developing and maintaining (a) relevant program(s).
4.   Offer recommendations for the improvement of the instruction offered and the instructional facilities available.
5.   Assist in evaluating the success of the courses offered, in light of the stated objectives.
6.   Correlate the work of the Professional-Technical program(s) with that of labor and management.
7.   Assist the program(s) in obtaining community support.
8.   Investigate programs in other communities with the idea of encouraging the use of those practices that may be applicable to the local (school) (institution).
9.   Assist in the revision, as warranted, of the objectives of the program(s).
10. Serve as an avenue of communication between the Professional Technical program(s) and industry.
11. Assist with placement of program graduates.
12. Annually evaluate progress made toward stated objectives.
13. Assist in collecting, analyzing, and interpreting data.

ARTICLE II

This program advisory committee shall exist only during such time as it may be authorized by the governing Board.

ARTICLE III

This program advisory committee shall operate in those fields directly related to the program(s) for which it has been appointed, and shall limit its activities to matters which directly apply to the program(s).

SECTION B. MEMBERSHIP

ARTICLE I

The number of committee members shall be a minimum of five and a maximum of nine.

ARTICLE II

Members shall be selected to represent a cross-section of labor, business, and industries served by the program.

ARTICLE III

Members, in conjunction with program representatives, should submit names of prospective committee members to the administrator for consideration for new members on the committee.

ARTICLE IV

Each committee member shall be appointed for three years, except

when the appointment is to fill a non-expired term.

ARTICLE V

At least two-thirds of the members will be retained each year. An outgoing member may be re-appointed, one time only. A member may serve no more than two consecutive terms.

ARTICLE VI

One-third of the total membership shall be appointed each year.

ARTICLE VII

The term of new committee members shall begin on (date).

ARTICLE VIII

An individual may forfeit membership on the committee if two successive meeting are missed without presenting a valid reason for absence, in advance, to the chair of the committee.

ARTICLE IX

The lead instructor, or appropriate designee, is an ex-officio member and is expected to be present at each committee meeting. All program instructors are welcome at committee meetings. Counselors are invited to the meetings when appropriate. Instructors and counselors do <u>not</u> serve as members.

SECTION C. MEETINGS

ARTICLE I

Regular meetings of the Program Advisory Committee will be held during the academic year.

ARTICLE II

Written notices of committee meetings shall be sent to all

members (two weeks) before each meeting.

ARTICLE III

A tentative agenda shall be prepared and provided committee members prior to meeting time.

ARTICLE IV

Meetings shall not be more than two hours long unless a majority of the committee members vote to continue a particular meeting beyond that limit.

ARTICLE V

A quorum must be present to vote on proposals. A majority of the members is a quorum.

SECTION D. OFFICERS AND THEIR DUTIES

ARTICLE I

Officers shall be elected annually by majority vote of the committee members at the first meeting.

ARTICLE II

Officers shall consist of a chairperson, a vice-chairperson and a secretary.

ARTICLE III

The executive committee shall consist of the chairperson, vice-chairperson, secretary and the program representative (ex-officio). It shall:

a. Act on urgent committee matters between committee meetings.

b. Prepare agenda for committee meetings when requested.

c. Call special meetings of the committee as needed.

ARTICLE IV

The chairperson shall be elected from among those members who have served on the committee for at least one year. Duties shall be:

a. Preside at meetings.

b. Serve as chairperson of the executive committee.

c. Appoint, as the need arises, standing and/or special committees. These committees may include persons other than committee members.

ARTICLE V

Duties of the Vice-Chairperson include:

a. The vice-chairperson in the absence of the chairperson shall perform the duties of the chairperson and such other duties as delegated.

b. Assuming responsibility for oversight of standing and or special committees.

ARTICLE VI

Duties of the Secretary include:

a. In the absence of both the chairperson and vice-chairperson, shall perform the duties of the chairperson and such other duties as delegated.

b. Providing oversight for records and correspondence.

ARTICLE VII

Duties of the Recorder include:

a. Keeping records of the attendance of members at meetings.

b. Keeping a record of discussion and recommendations.

c. Maintaining a permanent record file of committee activities.

d. Distributing minutes of committee meetings and copies of other committee documents to committee members, instructors and others who may be concerned.
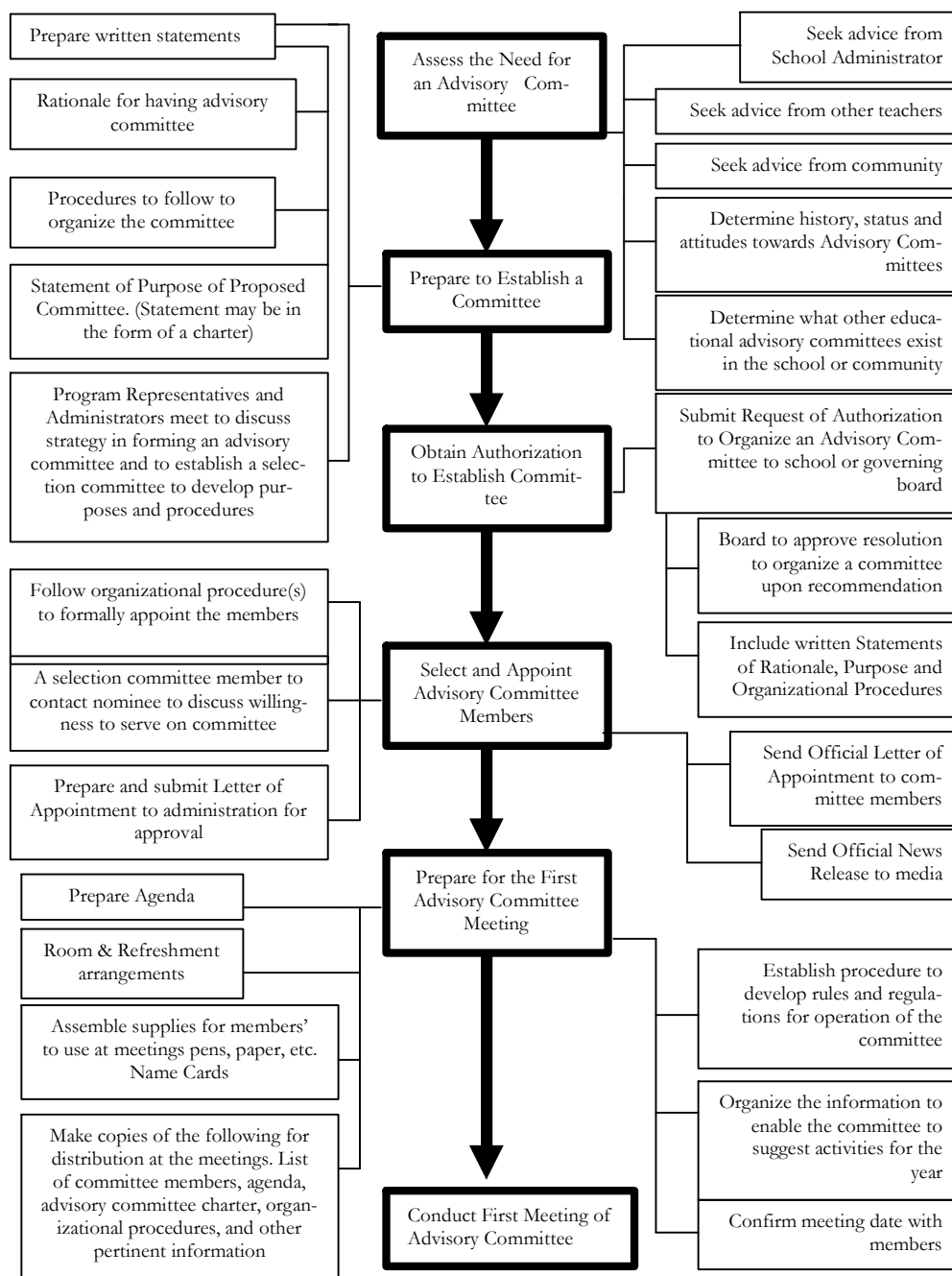
SECTION E. POLICY CHANGES

ARTICLE I

Operating policies may be amended by a two-thirds affirmative vote of members at any regular committee meeting or a specially called meeting with a 30-day written notice.

APPENDIX C
Guidelines for Establishing an Advisory Committee

Prepare written statements	Seek advice from School Administrator
Rationale for having advisory committee	**Assess the Need for an Advisory Committee**
Procedures to follow to organize the committee	Seek advice from other teachers
Statement of Purpose of Proposed Committee. (Statement may be in the form of a charter)	Seek advice from community
	Determine history, status and attitudes towards Advisory Committees
Program Representatives and Administrators meet to discuss strategy in forming an advisory committee and to establish a selection committee to develop purposes and procedures	**Prepare to Establish a Committee**
	Determine what other educational advisory committees exist in the school or community
Follow organizational procedure(s) to formally appoint the members	**Obtain Authorization to Establish Committee**
A selection committee member to contact nominee to discuss willingness to serve on committee	Submit Request of Authorization to Organize an Advisory Committee to school or governing board
Prepare and submit Letter of Appointment to administration for approval	Board to approve resolution to organize a committee upon recommendation
Prepare Agenda	**Select and Appoint Advisory Committee Members**
Room & Refreshment arrangements	Include written Statements of Rationale, Purpose and Organizational Procedures
Assemble supplies for members' to use at meetings pens, paper, etc. Name Cards	Send Official Letter of Appointment to committee members
Make copies of the following for distribution at the meetings. List of committee members, agenda, advisory committee charter, organizational procedures, and other pertinent information	**Prepare for the First Advisory Committee Meeting**
	Send Official News Release to media
	Establish procedure to develop rules and regulations for operation of the committee
	Conduct First Meeting of Advisory Committee
	Organize the information to enable the committee to suggest activities for the year
	Confirm meeting date with members

APPENDIX D

Guidelines for Initial Meetings of an Advisory Committee

Program representative to act as temporary chairperson

First Committee Meeting

- A procedure should be established to develop rules and regulations that will guide the future operation of the committee

- Identify and state objectives

- Members must understand the need for an annual program of work for the committee

- History of professional-technical program should be reviewed

- Appoint Ad Hoc Subcommittee to develop rules and regulations for operation of the committee

- Committee members to become acquainted with each other

- Appoint temporary secretary

- Select a committee member to serve as temporary chairperson

- Committee should be informed that the school or college administration recognizes and supports the committee

- Prepare agenda for next meeting

- Plan date and time for future meetings

Second Committee Meeting

- Appoint Ad Hoc Subcommittee to begin developing annual program of work

- Appoint Ad Hoc Subcommittee to prepare slate of committee officer candidates

- Program representative and subcommittee to work on accomplishing task of developing rules and regulations of committee for adoption to be sent for approval by the board

- Assess present role of the professional technical program in the school or college

- Program representative's role shifts from chairperson to facilitator

- Provide a secondary opportunity for committee members to become acquainted

- Review accomplishments of first meeting

- Identify and begin work on one area of concern

- Set date, time, and place of next meeting

Third Committee Meeting

- Committee begins understanding goals and objectives of the instructional program

- Review the existing situation

- Identify areas that deserve more study

- Rank areas of concern in order of importance

- Develop awareness and understanding regarding the school or college and the role of the professional-technical program

- Hold Officer election

- Focus on developing annual program of work

- Initial program of work will provide a base for identifying a process that can help followed annually

- The process will determine appropriate areas of concern for the current and future years

Checklist

_____ Select date, time and location.

_____ Plan Meeting agenda.

_____ Several day in advance, inform each member in writing of the date, time, and place of the meeting. Include the following in mailing:

      _____a. Agenda

      _____b. Maps and direction to meeting

      _____c. Parking information

      _____d. Copy of Local Member Handbook

      _____e. Basic program information

_____ Send notices to appropriate educational personnel.

_____ Arrange for facilities, refreshments, etc.

_____ Provide name tags, paper, pens/pencils, agenda, and other materials.

_____ Make audiovisual or other equipment arrangements.

_____ Follow prepared agenda.

_____ Keep a record for minutes of the meeting.

_____ After the meeting, thank the members by phone/mail.

_____ Send copies of minutes to members within one week.

_____ Confirm contact information background data.

APPENDIX E
LETTER OF REQUEST TO SERVE ON A COMMITTEE

(Current Date)

Ms. Con Sumer
Personnel Manager
Insurance Company Your Town, Idaho 83300

Dear Ms. Sumer:

Because of your experience and demonstrated competency in the field of (program area (s)), the (Governing Board or trustees) of the (school) (institution) believe that you could perform a valuable service to the institution and business community as a member of the (committee title) Advisory Committee of (name of school) (institution).

An advisory committee is composed of outstanding business and civic leaders in the community and is directed toward achieving closer cooperation between business and education in providing Professional-Technical Education opportunities and training for prospective students in our community.

We would appreciate it if you would give this invitation to serve on the (program areas)) Advisory Committee your consideration and inform us of your decision in the next few days. Your acceptance of committee membership will greatly enhance our Professional Technical programs).

Sincerely,

Administrator and/or
Chair of Committee

APPENDIX F

LETTER OF APPOINTMENT

(Current Date)

Ms. Con Sumer
Personnel Manager
Insurance Company Your Town, Idaho 83300

Dear Ms. Sumer:

This letter is to inform you that your appointment to the_____Advisory
Committee is effective beginning_____, 20 _, and ending, 20 _.

The (first/next) meeting of the committee will be held in _____(place) at _____
(time) on _____(date).

We wish to thank you for your interest as indicated by your acceptance of this committee
appointment. We appreciate your willingness to assist us in supporting Professional-
Technical Education opportunities for students in our community.

Sincerely,

Administrator and/or
Chair of Committee

APPENDIX G

SAMPLE OF NEW RELEASE

_____(Name of organization or person releasing)

Mailing Address

Telephone Number

NEWS RELEASE: (date, including year)

                      (from institution)

A ___(type)_____Advisory Committee has been (is being) formed to assist the institution in providing guidance and assistance to Professional-Technical Education in (school) (institution).

(Name of individual) has been named (or elected) to head a group of laypersons who will serve in an advisory capacity to the Professional-Technical program(s) within the (school) (institution).

"Today's rapidly changing society requires that (schools) (institutions) and the communities they serve work closely together in Professional-Technical Education," says (school) (institution) (official).

Other individuals serving on the (name) Advisory Committee are: (give names, types of business they represent and their capacity on the committee).

APPENDIX H

Sample News Release

_____ Program Name Advisory Committee on Professional-Technical Education

Mailing Address
Telephone Number

NEWS RELEASE: (date, including year)
"The primary purpose of Professional-Technical Education programs offered in (name of school) (institution) is to provide the enrollees with the skills, attitudes, abilities, knowledge, safe work habits and proper appreciation necessary to enter employment in recognized occupations," (education official) says.

The recently organized (program) Advisory Committee on Professional-Technical Education will concentrate on (Suggestion: working to provide in-service opportunities and part-time employment for youth who need the earnings from such employment to continue their Professional-Technical training on a full-time basis).

APPENDIX I

ANY IDAHO PUBLIC SCHOOL DISTRICT
Certificate of Membership

This is to Certify That

[Name Here]

is a member of the advisory committee for

[Program Name]

of Any Idaho Public High School
Granted: (DATE)

[name, title]

[name, title]

APPENDIX J

ANY IDAHO PUBLIC SCHOOL DISTRICT

Certificate of Appreciation

This is to Certify That

[Name Here]

has served as a member of the advisory committee for

[Program Name]

of Any Idaho Public High School for the year 20___ to 20___
We gratefully acknowledge this service

Granted: (DATE)

_____
Chairman, Board of Education

_____
Vocational Teacher

_____
Superintendent of Schools

APPENDIX K

	ANNUAL PROGRAM OF WORK		
GOAL	**ACTIVITIES**	**COMMITTEE MEMBER**	**PROPOSED COMPLETION DATE**
STAFF DEVELOPMENT	1. Retraining/Upgrading Skills		
	2. Professional Development through		
	3. Association Membership		
	4. Trade Conferences & In-service		
	5. Summer Back-to-Industry		
	6. Trade Association Meetings/		

CURRICULUM CONTENT	1. Task List Update		
	2. Equipment Updates / Maintenance		
	3. Supplies & Material Support		
	4. Scope & Sequence of Instruction		
	5. Safety		